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# OREGON NORMAL SCHOOL BULLETIN

MONMOUTH, OREGON

WILLIAM ALLEN

STUDENTS' RULES AND REGULATION  
NUMBER

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Published Quarterly by the Board of Regents  
of Normal School

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The school fixes few arbitrary rules or restrictive regulations. Those students only are admitted who are believed to have well formed and correct habits. Both in the school and elsewhere they are expected to maintain the attitude and bearing of cultivated people, and to be governed by principles of morality and honor.

The government of the school is largely maintained and the detail work of management and control is forwarded by means of the faculty advice system. The students are divided into groups, which groups are based largely upon the class to which each student belongs—Senior, Junior, Sophomore, Freshman, Sub-Freshman. A teacher is assigned to each group, men teachers for men, and women teachers for women. Several important offices fall to the duty of such faculty advisers. It shall be the duty of each faculty adviser to assist in making up the program of each student in his or her respective group, and no student can change his or her program without the consent of the faculty adviser and President. When in difficulty of any kind, or in need of advice relative to their courses of study, boarding places, health or other matters, students should first consult their faculty adviser.

All persons attending any department, or pursuing any work whatever therein, shall before registering or entering any class, pay to the President an incidental or matriculation fee of \$6.00, for each semester, or \$1.25 per month. Students entering after beginning of semester or month to pay at the same rate to the end of semester or month. There shall be levied in addition a student body tax of \$1.10 for each term which shall be paid at the same time and in like manner as the matriculation fee is paid and there shall be paid in like manner such laboratory fee in the several departments as the President and the Head of the department may provide.

The student body tax shall be disposed of as the rules and regulations governing the student-body may provide; provided, that all such expenditures shall, before being expended, have the approval in writing of a majority of the Student-Body Finance Faculty Committee; provided, further, that such committee shall, at the close of each term, present to the President of the Faculty an itemized statement of all

expenditures of such student-body fund; provided, further, that no tuition nor student-body fee shall be refunded.

All pupils attending the Normal School shall be of good moral character and conduct themselves in accordance with the rules of the Board of Regents and the faculty; to be polite and respectful in their bearing towards their fellow students and the faculty, and to be prompt, diligent and attentive to their work. Students on arriving at the school shall report at once to the President who will make all arrangements for their entrance. Students from other Normal Schools, Colleges or Universities, must bring certificates of good conduct from the faculty of the schools from whence they come, if so required by the President. Reports of absence or misconduct will be handed to the President every evening and students will be required to answer to the President during the next day for said absence or misconduct, and the President will assign such punishment or discipline as the case justifies. Contempt of authority, disobedience or insolence will be punished by suspension or less penalty, at the discretion of the President.

The courtesies and requirements of good society and morals apply to the management of the students in respect to personal association, so far as the condition under which the students live make possible. It is expected that under no conditions will lady students permit gentlemen to call upon them in their lodging room, and persons keeping boarding houses will be held responsible for such violations. The President holding the right of forbidding students to lodge at places where these reasonable conditions are not enforced. It is also expected that students will not be away from their rooms at night later than 10 o'clock. It is also expected that students will not go out riding after dark with a gentleman unless special permission is secured from the President and any infraction of this requirement shall be immediately reported to the President by the householder. It is expected that students will do all they can to maintain not only a good character but also a good reputation. Many things that could be permitted at home, under the care of parents, cannot be allowed here and students violating such special provisions will be considered not fit persons to recommend as teachers, and their connection with the school may be discontinued by the President. Admonition is given when necessary, and it is always expected that thereafter no further cause will be given for criticism or advise. If heed is not given by students to such requests from any member of the faculty, the person so transgressing is disciplined.

Student life and success calls for systematic and careful study of the lessons assigned. For that purpose, it is expected that all vacant periods of the school day and the hours of the evening from 7:00 to 10:30 P. M. will be faithfully employed. Success is impossible unless this kind of discipline is earnestly and sincerely maintained.

Students who are unable or are unwilling to thus discipline themselves are not desirable members of the school and their attendance may be discontinued by the President. Students failing in their work for two consecutive terms cannot attend longer without permission of the President until after the expiration of a year.

Non-resident students are required to have rooms and board in places approved by the President, and must also have his approval before changing any rooms; therefore, students should consult the President and receive from him a list of approved homes, from which to make a selection or confer with him concerning any proposed arrangements. Failure to comply with this requirement renders them liable to an enforced change of residence.

Men students and women students are not allowed to room at the same house. This includes men roomers other than students.

Defacing or injuring the school property, gambling, drunkenness, fighting, obscene or profane language, indecency, the entering of drinking or gambling saloons may be punished by suspension or less severe punishment at the discretion of the President.

The drinking of intoxicating liquors while attending school is strictly forbidden. The use of tobacco in any form while in the building or on the campus and the use of cigarettes is strictly forbidden while a member of the school, and the carrying of concealed weapons is forbidden.

The President shall report all suspensions to the Executive Committee and if the suspension is sustained the student shall be expelled.

In case the President advises any student to withdraw from the school and he refuses to do so, he shall be expelled.

Permission to go to the Training Department must be obtained from the President or Principal.

The local residence of every student must be reported to the office and notice given before change is made.

No student whose home is out of town may leave town without the consent of the President.

Student wishing to attend out-of-town parties or entertainments must secure permission of the President.



All social functions of the school must be chaperoned, and such chaperoning must be approved by the President prior to the date of such social function.

Students are required to observe regular study hours and not to lounge about the streets and stores.

Students while in the building must remain in the library during the vacant recitation unless excused by the President.

During the regular school days the library is open from 7:45 in the morning to 5 in the afternoon. On Saturdays it is open from 9 to 12.

No student shall discontinue a study or take a new one except for good cause, of which the teacher of the subject, the faculty adviser, and the President shall be the judge.

No student may take more than 25 hours work each week without special consent of the faculty.

Tardiness and absence from school or from classes will not be tolerated except from unavoidable causes. All absence and tardiness must be explained to the President on the following day, or as soon thereafter as the student returns.

Any student who enters the Normal shall be required to pursue at least four branches of study, and among these shall be included the professional subjects embraced in the year of the course pursued by each student; and also one English subject; unless special permission is given by the Executive Committee to carry a less number.

Students must attend regularly all the recitations to which they are assigned. Omission of classes when at school, without previous excuse, is to be regarded a serious offense. There can be no student visitation of classes, even when not otherwise engaged, without permission of the teacher in charge.

Chapel exercises will be held each day during term time. All students are required to be present at these exercises unless excused by the President.

Students compelled by any cause to leave school before the close of term must get a formal dismissal from the President. Failure to leave thus formally suspends a student from future attendance at the institution.

All dancing parties shall be strictly invitational and the list of persons invited shall be submitted to the social committee at least one week before date set for the party; and no one shall be admitted at gymnasium parties who does not present his invitation at the door.

The time for all parties shall be fixed by the social committee, and shall not be on literary society nights. There shall be not more than four dancing parties during a semester of twenty weeks and but one during a semester of a less period than twenty weeks.



Each class may entertain the school in a social way but once during each semester; but such entertainment shall not be a dancing party.

No student shall engage in dancing while a member of the Oregon Normal School except in the Normal gymnasium or in the home of one member of the faculty; provided, that this shall not apply to a student when at home during vacation.

Grades are made up as follows: The Instructor makes a record in ink at the end of each week showing class work in a book furnished by the President for that purpose. Three class tests are given each semester, which, averaged with the weekly grades, make up the grade for class work. This counts 50 per-cent on final average, the final examinations counting 50 per-cent. All test and final examination manuscripts shall be filed with the registrar within three days after written, who will keep the same on file in the office for a period of at least one year.

No student may be classified as Senior until all subjects required for graduation are either completed with the necessary average or are being taken in course. No student may be classified in any other class who has more than two uncompleted subjects below that class, provided that credits already granted in class may cancel those carried below the class standing.

No student whose scholarship is below the standard may represent the school in any inter-collegistic, athletic or literary contest.

Conditions may be removed at the regular examinations or at the special examinations given during the week preceding the opening of each semester, provided that the class grade is not below the passing mark. No special examination may be given at any other time except on vote of faculty. Written application for special examinations may be filed with the Secretary of the Faculty one week before the date set for examination.

In making up grades the letters A, B, and C with plus signs are used as follows: A plus signifies from 95 to 100; A 90 to 95; B plus, 85 to 90; B 80 to 85; C plus 75 to 80; C 70 to 75.

All students must make an average of 85 on each semester's work and 70 in individual subjects. 60 to 70 in the condition mark and below 60 is failure.

A student shall be given credit in English for society work and the method of judging is left to the President of the faculty and the Head of Department of English.

Students are excused from final examinations who make an average of 90 or more in tests, class work, etc.

Work missed by a student, during the first four weeks of a semester, may be made up for full credit at the discretion of the head of the department. After that time credit is given in proportion to the time the subject is satisfactorily pursued. The work to be made up should depend on the work heretofore done, and at the option of the head of the department and the faculty. This does not apply to the summer school.

Any student who is absent from the last recitation or laboratory period prior to any intermission, or who is absent from the first recitation or laboratory period following any intermission, shall not be permitted to take examination or to receive credit in the course in which such absence occurs, except by special permission of the faculty.

A student must be present at 90 per cent of the recitation hours in any course while a member of the school or credit will be given only through special faculty action.

One-fourth of a unit will be given for every hour taken in the summer school; provided, said hour is continued during the whole of the session, but no pupil will be allowed to take more than five hours. One-half of this unit may be substituted in any department; provided, that said substitution be made but once in each department. Provided, further, that the head of the department may, with the consent of the President, exempt certain courses from this substitution, and, provided, further, that this substitution may not be made for any subject not pursued in summer school.

In the Elementary Course no student can take more than two units plus Education at any one time without special action of the faculty. In the Standard Course no student can take more than two and one-half units at any one time without special action of the faculty.









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